



JENNIFER M. GRANHOLM
GOVERNOR
One Michigan

STATE OF MICHIGAN
OFFICE OF DRUG CONTROL POLICY
Department of Community Health

Yvonne Blackmond
Director

JANET OLSZEWSKI
DIRECTOR
Department of Community Health

(Date)

(School Name)
(School Address)
(City, State, Zip)

Re: 2004-2005 Title IV School/GDG Program On-Site Review

Dear Superintendent:

The Office of Drug Control Policy (ODCP) is required by the Safe and Drug Free Schools Act to review the implementation of local programs funded through Title IV. Your program has been selected this year for a program review. Selections are made according to the monitoring schedule for the last five years, by recommendations and by request.

The ODCP Grant Advisors conduct these program reviews for two purposes: to ascertain that drug and violence prevention programs are substantially implemented in alignment with existing laws and regulations; and to assist in self-assessments of program and management quality. You can expect that issues related to legal requirements will be differentiated from issues related to quality in your visit and report.

Any program requirements that have not yet been substantially implemented will be identified in a Program Review Summary Report with recommendations for corrections. A time period will be designated for any corrective action, and staff will be asked to respond in writing. Suggestions may also be made to enhance the quality of the program.

A FY 2004-2005 Monitoring Guide and Suggested Program Review Schedule are enclosed. This *Suggested Program Review Schedule* can be modified to fit your needs. The visit will proceed more efficiently if you have prepared, for the meeting, by assembling a file for each of the major areas identified in the *Guide*. These files should contain any information that documents implementation of the required items in the *Guide*, or that demonstrates the quality of your program. Examples of such documentation are included in the sample evidence section of the *Guide*.

Please call (517) 335-0733 to schedule your visit. I am looking forward to meeting with you and to learning more about your program.

Sincerely,

Grant Advisor

cc: Coordinator

OFFICE OF DRUG CONTROL POLICY (ODCP)

Title IV, Part A - Safe and Drug-Free Schools and Communities Act (SDFSCA)

FY 2004-2005 MONITORING GUIDE

To be completed by ODCP Grant Advisor

Date(s) of visit: _____

LEA/ Consortium/ Governor's Discretionary Grant (GDG) Agency Name: _____

Fiduciary of Funds: _____

FY 2004-2005 Formula Allocation/GDG Award Amount: _____

SDFSCA Coordinator/ Project Coordinator: _____

Others present: _____

Written comments available from FY 2004-2005 SDFSCA/GDG Application "Peer Reviewer": () YES () NO

Sites/locations visited: _____

Activities observed: _____

Consultant Notes: _____

I. NONPUBLIC SCHOOL PARTICIPATION	SAMPLE EVIDENCE	Available	Not Available	COMMENTS
<p>Number of Eligible Nonpublic Schools in District : _____</p> <p>Number of Eligible Nonpublic Schools Participating: _____</p>				
Meaningful consultation with eligible nonpublic schools has occurred during all phases of the development and design of the project.	<i>Dated Letters of invitation; records of nonpublic school responses; Log of visits, phone calls, etc.; Dated sign-in sheets for meetings, training that included nonpublic school employees.</i>			
There is ongoing consultation and communication with representatives of private schools to ensure equitable access to programs.	<i>Documentation of efforts, correspondence, participation in programming, etc. Calls to nonpublic school for further clarification, if needed during site visit. Verification of non-public school working groups.</i>			
Programs and services funded are equitable for nonpublic school participants.	<i>Documentation of programs and or services provided, invitations to participate in activities, purchase records of materials (linked to a prevention program), contracted services, etc.</i>			

II. APPLICATION CONSULTATION	SAMPLE EVIDENCE	Available	Not Available	COMMENTS
<p>Advisory Council: All required representatives are represented to the extent possible.</p> <div> <input type="checkbox"/> law enforcement <input type="checkbox"/> private schools </div> <div> <input type="checkbox"/> government <input type="checkbox"/> other public agencies </div> <div> <input type="checkbox"/> teachers <input type="checkbox"/> community organizations </div> <div> <input type="checkbox"/> students <input type="checkbox"/> business </div> <div> <input type="checkbox"/> parents <input type="checkbox"/> medical/health </div> <input type="checkbox"/> pupil services personnel	<i>Advisory council membership roster, minutes, etc.</i>			
<p>The district/grantee developed its SDFSCA/GDG application in consultation with representatives.</p>	<i>Dated agendas and/or minutes of meetings reflecting review, discussion, or consultative role.</i>			
<p>Meaningful and ongoing consultation with and input from parents in the development of application and administration of program or activities.</p>	<i>Parent notification surveys. Parent organization presentations.</i>			
<p>Information reviewed prior to the dissemination about the prevention programs conducted within the boundaries of the district.</p>	<i>Dated minutes of meetings; media statements prepared by council, signed review forms, etc.</i>			
<p>Reviewed program evaluations and other relevant material and made recommendations to the district/GDG on how to improve its drug and violence prevention programs.</p>	<i>Minutes of meetings; Communications addressed to the advisory council.</i>			

Representative meetings	<i>Agendas, minutes, dated schedules, observation of meetings (optional).</i>			
III. NEEDS ASSESSMENT/GOALS and OBJECTIVES	SAMPLE EVIDENCE	Available	Not Available	COMMENTS
Local needs assessment activities are comprehensive for <u>both</u> ATOD and violence needs and support the programs selected for funding.	<i>Survey instruments, data reports, data collection instruments, law enforcement data, and other indicators/data sources.</i>			
Have goals been modified since receipt of the approval letter by ODCP? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, has the ODCP been notified of this modification? <input type="checkbox"/> YES <input type="checkbox"/> NO	<i>Copy of revised goals submitted to ODCP. Copy of letter/email requesting approval of revised goals.</i>			
IV. RESEARCH-BASED PROGRAMS	SAMPLE EVIDENCE	Available	Not Available	COMMENTS
The district/grantee has implemented an effective, promising or waiver program as described and approved in the application. Programs must be based on research-based strategies and approaches.	<i>Implementation logs; schedules of student activities. Documentation of researched-based programs. Is the program implemented exactly as described or has there been modifications?</i>			

Prevention programs currently implemented by the district/grantee are directly related to drug and/or violence prevention, and linked to the primary needs addressed in the applications's needs assessment.	<i>Samples of program materials or curricula. Evaluation results show whether the program is having an impact on the problems identified in the needs assessment.</i>			
All programs convey a clear and consistent message that the illegal use of drugs and acts of violence are wrong and harmful.	<i>Samples of program materials, announcements, mailings, etc. Also see above.</i>			
Observation of a program	<i>Scheduled walk-through school or classroom. Observation of program(s).</i>			
Is the implementation of the program(s) on schedule? Date the program(s) began?				
Are there any differences between the grant application and the program(s) being implemented? Do you maintain records and documentation to support activities/services provided?	<i>Programmatic records, implementation logs, etc.</i>			
V. EVALUATION	SAMPLE EVIDENCE	Available	Not Available	COMMENTS
There is evidence of ongoing evaluation activities as required by the Principles of Effectiveness, and a final evaluation report, and the plan measures the effectiveness of the prevention programs funded under Title IV. (Review one or two programs).	<i>Evaluation reports. Review of final report for 2003-2004. Pre & Post Tests. Other evidence of data collection measuring "risk and protective factors, buffers and assets".</i>			
Evaluation results are available to the public upon request with public notice that results can be obtained.	<i>Board minutes, newsletters, parent presentations, parent letters, District</i>			

Is the district/grantee contracting for their Title IV funded programmatic evaluation? If so, provide the evaluator's name.	<i>publications.</i>			
Explain your evaluation plan? Have you experienced any problems with your program(s) evaluation?				
Do you feel evaluation technical assistance is needed?				
VI. SAFE SCHOOL PLAN	SAMPLE EVIDENCE	Available	Not Available	COMMENTS
Plan was developed and signed with the cooperation of the required individuals indicating their support.	<i>Copy of the safe school plan is available. Minutes/agenda, effective discipline policies, security procedures, prevention activities, student code of conduct, crisis management plan.</i>			
VII. PROGRAM COORDINATION	SAMPLE EVIDENCE	Available	Not Available	COMMENTS
The Title IV funded program has been coordinated with community, state, and local programs for ATOD and violence prevention.	<i>Agendas of community presentations; flyers or media accounts describing joint programs; sign-in sheets for meetings.</i>			
The Title IV funded program has been coordinated with other federal education programs.	<i>Agendas showing participation on school improvement team and/or planning teams regarding Goals 2000, etc.</i>			

The district/grantee has publicly reported progress toward goals.	<i>Minutes of meetings where progress was discussed, annual reports, evidence of media events, district newsletters, etc.</i>			
VIII. BUDGET/FINANCE	SAMPLE EVIDENCE	Available	Not Available	COMMENTS
Fiscal and budget procedures are available for review.	<i>Expenditure registers</i>			
Title IV funded program expenditures can be tracked to document transaction. (Check one or two expenditures.)	<i>Purchase orders; receipts; Evidence of transfer expenditures to districts and consortium accounting procedures.</i>			
Carryover and Regular Formula grants are assigned to separate accounts (GDG N/A).	<i>Expenditure registers; purchase orders.</i>			
Time and Effort reports are maintained for employees funded less than 1.0 FTE by the SDFSCA.	<i>Time and effort documentation: time sheets, e.g.</i>			
Necessary budget changes have been submitted to ODCP for approval prior to expenditure.	<i>Expenditures and budget correspond with last budget submitted and approved by ODCP.</i>			
Capital expenditures had prior ODCP authorization (GDG N/A).	<i>Documentation on file regarding capital expenditures.</i>			

<p>The private school receives no direct transfer of funds from the public agency.</p> <p>SDFSCA funds awarded are used to <u>supplement</u> the level of state, local and other non-Federal funds and do not replace (supplant) funds that would have been available to conduct activities if SDFSCA funds had not been available. (See 4113 [a] [8])</p>	<p><i>Expenditure registers.</i></p>			
IX. POLICY AND OTHER ITEMS	SAMPLE EVIDENCE	Available	Not Available	COMMENTS
<p>There is in effect a policy(s) regarding the <u>Gun Free Schools Act</u> of 1994, 20 U.S.C. Chapter 70. Also see Section 4411, 4412, and 14601 of Title IV.</p> <p><i>"Each State receiving Federal funds under this chapter shall have in effect a State law requiring local educational agencies to <u>expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school under the jurisdiction of local educational agencies in that State, except that such State law shall allow the chief administering officer of such local educational agency to modify such expulsion requirement for a student on a case-by-case basis</u>"</i></p>	<p><i>School policy, student code of conduct, etc.</i></p>			
<p>There is in effect a policy regarding criminal justice system referrals for any <u>student who brings a firearm or weapon to a school</u> served by such agency. Sec section 14602 of Title IV.</p>	<p><i>School policy, student code of conduct, etc.</i></p>			
<p>There is in place a policy regarding <u>The Pro-Children Act</u> (PCA) of 2001, re-enacted as Part C of Title IV if the ESEA.</p> <p><i>"The PCA requires that <u>smoking not be permitted</u> in any indoor facility, or in some cases a portion of a facility, used routinely or</i></p>	<p><i>School policy</i></p>			

regularly for the provision of certain types of "children's services" to persons under age 18, if the services are funded by specified Federal programs either directly or through State or local governments. Applicable Federal funds for these types of children's services include grants, cooperative agreements, loans, loan guarantees, contracts, and funds for construction, maintenance, and operations awarded by the Departments of Health and Human Services, Education of Agriculture. For Agriculture, the requirements apply only for the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). In general, private schools, including private schools whose students and teachers participate in federal education programs, are not subject to the provisions of the PCA."				
<p>There is in place a policy regarding <u>Unsafe School Choice Option (USCO)</u> (Section 9532 of the Title IX, Part E, Subpart 2 of the ESEA).</p> <p><i>This "requires that each State receiving funds under the ESEA establish and implement a statewide policy requiring that students attending a persistently dangerous public school, or students who become victims of a violent criminal offenses while in or on the grounds of a public school that they attend, <u>be allowed to attend a safe public school</u>. As a condition of receiving ESEA funds, each State must certify in writing to the Secretary that the State is in compliance with these requirements."</i></p>	<i>School policy.</i>			
<p>There is in place a policy regarding Anti-bullying.</p> <p><i>"Public schools and state education programs over which the State Board has policy making authority should institute an anti-bullying program incorporating the basic elements described herein, to promote a positive school atmosphere that fosters learning, and to create a safe and fear-free school environment in the classroom, playground, and at school-sponsored activities."</i></p> <p>Adopted July 19, 2001 by The State Board of Education</p>	<i>School policy.</i>			

NOTES/COMMENTS:

ATTACHMENT A - CONSORTIUM ONLY

How many districts are participating? _____

District monitored _____ (Selected by Consultant)

District monitored _____ (Selected by Coordinator)

Instructions: For each district monitored within consortia complete sections I, III, IV, and VII of the monitoring guide.

FOR CONSORTIUM ONLY:	SAMPLE EVIDENCE	AVAILABLE	NOT AVAILABLE	COMMENTS
Evidence on file shows that all of the eligible nonpublic schools within the consortium - have been consulted during all phases of the SDFSCA program.	<i>Dated letters, invitations to meetings, training events, or services provided notes.</i>			
Needs assessments are on file for all participating districts	<i>Documentation verifying type and date of needs assessment used for district and/or consortium</i>			
Measurable goals are on file for all participating districts.	<i>Documentation of measurable goals for district and/or consortium of at least one goal measuring behavior/attitude.</i>			

FOR CONSORTIUM ONLY: (Cont.)	SAMPLE EVIDENCE	AVAILABLE	NOT AVAILABLE	COMMENTS
Evaluation results for participating school districts are on file.	<i>Documentation of outcome evaluation for individual participating districts.</i> <i>(Should have been submitted as part of the Final Report)</i>			
Outgoing Transfers to Districts can be traced to expenditures:				
District Name:				
District Name:				
Name of financial office or fiscal agent representative:				



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Suggested Program Review Schedule

INDEPENDENT LEA APPLICANT/GDG

9:00 - 9:30	Entrance conference with Title IV Coordinator and others as coordinator deems appropriate
9:30 -12:00	Begin review of applicant's administrative records and documents
12:00- 1:00	Lunch
1:00 - 2:30	Observation of funded programming activities
2:30 - 3:30	Completion of review of applicant administrative records and documents
3:30 - 4:00	Exit interview

This suggested schedule may be adjusted according to the needs of the participants.

CONSORTIUM APPLICANT

DAY 1

9:00 - 9:30	Entrance conference with Title IV coordinator and others as coordinator deems appropriate
9:30 -12:00	Review of applicant's administrative records and documents
12:00- 1:00	Lunch
1:00 - 4:00	On-site visit to participating local school district #1, chosen by the coordinator to include: <ul style="list-style-type: none">• Observation of funded program activities• Review of administrative records and documents, as appropriate

DAY 2

9:00 -12:00	On-site visit to participating local school district #2, chosen by the advisor to include: <ul style="list-style-type: none">• Observation of funded program activities• Review of administrative records and documents, as appropriate
12:00- 1:00	Lunch
1:00 - 3:30	Completion of review of applicant's administrative records and documents
3:30- 4:00	Exit interview

This suggested schedule may be adjusted according to the needs of the participants.

OFFICE OF DRUG CONTROL POLICY

APPENDIX A

Statement of Nonpublic School Participation – Appendix A for Title IV, Part A, Safe and Drug-Free Schools and Communities Act FY

Fiscal Agent _____ District Code _____

INSTRUCTIONS: Print this form. Complete for each eligible nonpublic school in the applicant district and mail to the Office of Drug Control Policy.

Name of Nonpublic School:	Telephone Number:
Name of Nonpublic School Contact Person:	Name of School District in which Nonpublic School is located:
Nonpublic School Representative: Please check all statements that apply to the school year and sign below.	
PLANNING:	
<input type="checkbox"/> My school has planned or will plan a drug and violence prevention program specifically for our students.	
<input type="checkbox"/> My school has participated in planning the Safe and Drug free Schools and Communities Act (SDFSCA) program for the consortium or district. We (nonpublic) will identify the students and/or teachers who will participate in the program.	
<input type="checkbox"/> I was invited to participate in planning a program for my students. Consultation should include children's needs, how/what benefits will be provided, and program evaluation. <i>Education Department General Administrative Regulation (EDGAR) 76.652.</i>	
<input type="checkbox"/> I was NOT invited to participate in planning a program for my students.	
PARTICIPATION:	
<input type="checkbox"/> My school will be participating in the SDFSCA Program offered by the district or consortium.	
<input type="checkbox"/> My school will participate, but access different services and/or materials through the SDFSCA than those being used by the public school or consortium. Administrative direction and control over funds and property shall be maintained by the district or consortium. <i>EDGAR 76.651.</i>	
<input type="checkbox"/> I desire to participate but I have not received the information necessary to make a decision.	
<input type="checkbox"/> My school will not be participating due to philosophical, religious, or other reasons.	
Comments/Recommendations:	
Name of Nonpublic School Official:	Signature: _____ Date: _____



[18395]

Safe & Drug
 Applicant: Bay City School Di
 Application #: 0405-0836 - Applicatio
 User: Mr. Lee Rockafellow

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BAY CITY SCHOOL DISTRICT (09010)

STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION - PART B

 Has this page been updated since last year? [Has Not Been Reviewed](#)

Not Participating	Name of Eligible Nonpublic School	Number of Students Enrolled	Number of Students to Receive SDFSCA Services	Places Services Will Be Provided (check as appropriate)			Times Service Provide (before, during school, et
				On-Site Consort.	LEA	NPS	
<input type="checkbox"/>	All Saints Central High School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Auburn Area Catholic School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Bethel Lutheran School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	First Baptist Academy	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Grace Lutheran School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Holy Family Middle School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Holy Trinity School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Immanuel Lutheran School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	St. Bartholomew Lutheran School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	St. James Catholic School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	St. John Lutheran School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

OFFICE OF DRUG CONTROL POLICY
Michigan Department of Community Health
Safe and Drug Free Schools and Communities

GUIDELINES: NONPARTICIPATING PRIVATE SCHOOLS

1. How may the public education agency determine that a private school does not choose to participate in the SDFSCA program?

The required Addendum A to the SDFSCA Application, the "Statement of Private School Participation," allows the private school representative to decline participation in planning and/or participation in the implementation of the program. If the school declines participation in BOTH planning and implementation, and if the form is *signed by the private school representative*, then it is acknowledged by the State that the private school declines participation. The public school agency may then reallocate that school's funds, at the time of receipt of the form, to all participating public and private educational agencies. The manner of reallocation should be explained in the application.

If the private school indicates that it was not invited to plan or that it needs more information, further communication regarding the perceived problem is required before determining whether the private school's allocation may be reallocated.

2. How should the public education agency proceed in the event that a private school does not return a signed "Statement of Private School Participation"?

These are the ODCP guidelines:

- A. It is important that the public school agency has attempted to provide meaningful consultation. The public school agency should make sure that communication errors are prevented by inviting the involvement of ^{Twelve &} every eligible private school early in the planning process, preferably in the months before the application is submitted.

- B. ODCP assumes that most private schools want to take advantage of the dollars available to them through the Safe and Drug Free Schools and Communities Act. In the event that a school does not respond by returning a signed statement of participation, ODCP recommends that a second contact be made, preferably by phone or visit.

The second contact should clearly identify the choices available to the private school toward planning a program suitable for the students and teachers of that particular school, which may include participating in the events planned for public school students and/or teachers and/or ordering materials or purchasing services through the public school agency. These programs or materials may be different than those offered to public school students if the needs of the private school students are determined to be different by the private school representative.

A follow-up letter should be sent, documenting the telephone call. It is also recommended that any flyers announcing training events, newsletters, meeting agendas, etc. that would normally be mailed to participating private and public schools be mailed to nonparticipating schools unless the school makes a specific request that the mailings be discontinued. All phone contacts should be documented.

- C. If the private school continues to be unresponsive, that school's allotment may be redistributed at the end of the program year, and should be included in the carryover request. Notification of this action should be included in a cover letter to the ODCP consultant, identifying the amount of the reallocation, the name(s) of the private schools affected, and the manner in which the funds were reallocated. *The private school must receive an invitation to participate every year, regardless of the school's participation in the past.*

3. **How should allocations for private schools be reallocated when the private school chooses not to participate?**

These reallocated funds must be used for SDFSCA services to participating public and private school children and teachers. In the case of a local school district applicant, the reallocated funds should generally be redistributed, according to pupil enrollment, among the public school and the participating private schools.

In the case of a consortium applicant, the allocation should generally remain in the local school district where the private school is located. As in the case of a local school district applicant, the funds should be redistributed, according to pupil enrollment, among each of the participating schools, public and private, in that local district.

4. **What constitutes "meaningful consultation" as is required by the *Improving America's Schools Act*?**

To ensure timely and meaningful consultation, the local school district or consortium shall consult with the appropriate private school officials during the design and development of the program on issues such as:

- A. How the children's needs will be identified?
- B. What services will be offered?
- C. How and where the services will be provided?
- D. How the services will be assessed? (evaluated)

This consultation shall occur before the agency or consortium makes any decision that affects the opportunities of eligible children, teachers, and other staff to participate in this program. This consultation shall include a discussion of service delivery mechanisms that the agency or consortium could use to provide equitable services to private school

children, teachers and other staff. Meaningful consultation is not merely the mailing or faxing form to the private schools.

These guidelines may be used when determining whether the consultation provided to nonpublic schools is adequate and meaningful:

Has the consultation been provided early, prior to the time that decisions were made regarding the use of funds? *Does the nonpublic school representative understand that different services/materials may be accessed than those provided to the public school students?*

Additional questions? Call an ODCP consultant at 517/373-4700.

Region 6 Safe & Drug Free School Consortium

Nonpublic Schools *Principles of Effectiveness* Planning Sheet

Date: _____

SCHOOL NAME: _____ PHONE: _____ CONTACT PERSON: _____

1. NEEDS ASSESSMENT:

Based on observation, survey data, school records, etc., we believe the needs of students in our school to be in the following area(s): *Check all that apply*

- ☐ Substance Abuse Prevention ☐ Violence Prevention
☐ Positive Youth Development ☐ Other: _____

2. **MEASURABLE GOAL:** State your goal(s) in terms of change in student attitudes, behaviors, and/or skills
—or— reduction/increase in specific behaviors:

3. **RESEARCHED BASED APPROACH:** Describe the programs, strategies and/or activities you will use to meet this/these goals:

4. EVALUATION:

Goals will be evaluated in the following ways:

- ☐ Program selected is researched based ☐ Pre and post program surveys / evaluations
☐ Post survey evaluations ☐ Review of student TAOD / violence data
☐ Focus Group data ☐ Documented student activities
☐ Documentation of numbers served ☐ Other: _____

5. **DFS Allocation:** \$ _____ **Budget Breakdown:** Parent Newsletters: _____

Consortium Expenses: _____

Workshops / training: _____

Purchased Services: _____

Materials: _____

SAMPLE LETTER TO NONPUBLIC SCHOOLS

March 16, 2000

Dear Non-Public School Representative:

You are invited to participate in our safe and drug free schools programs. Many private schools tell us that they don't have tobacco, alcohol, and other drug problems or violence issues, and that is wonderful! But before you say no, think about all the positive things you currently do for your staff and students that have allowed your school environment to be safe and drug-free. Let's get together and discuss the needs of your safe and drug-free program.

We can develop strategies to deal with the challenges that non-public schools have in participating and providing services to staff, students and parents in the safe and drug-free schools program. A participation form is included that needs to be completed, signed and returned to me. I will be contacting you again regarding the completion of this form.

We are having an Advisory Committee meeting on March 27 to discuss our district needs assessment. Attending this meeting is important to ensure that the needs of the students in your school will be considered while planning the district's programs. I hope you will be able to attend this meeting.

The meeting will be held on March 27 at the Holiday Inn from 4:00 to 6:00 P.M. in the boardroom. Please call Rita at _____ to let us know if you will be attending. Please contact me at _____ if you have any questions or if you are unable to attend.

I look forward to seeing you on March 27.

Sincerely,